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HOSPITAL AND TRAINING SCHOOL ADMINISTRATION

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EFFICIENCY RECORDS FOR STUDENT NURSES

In some of the schools of nursing throughout the country there exists a system of checking up the practical work of the student nurse in a very definite way which results, not only in a more complete record for the files of the school, but which gives the student an idea of the quality of work she is doing, what her weak points are, and which encourages her to put forth her best effort for a better showing. This system is called the Students' Efficiency Record, a copy of which is shown.

This sheet goes to the ward with the student nurse; every treatment which she gives is recorded upon it, a general summary being made of her executive ability, reliability, neatness, etc. On the reverse side are printed the professional qualifications and those of personal fitness, given in detail.

The result is quite different from that obtained from the old "Nurse Record Card" which stated executive ability, neatness, reliability, accuracy, attitude toward patients, punctuality and dependability. It was the custom to have these blanks filled out by the head nurse in the following manner: Executive Ability, B; Neatness, C; Reliability, B; etc.

These cards went to the training school office and were filed away in the student's envelope or were transferred to the duty card. Unless the student's report was very poor, only a mental note was made by the principal, but the findings were seldom brought to the attention of the student herself.

How often we have heard students say when criticized, perhaps in their third year, for the general character of their work: "Why has this not been brought to my attention before? No one has ever told me that my work was poor or my attitude resentful or antagonistic, that I was careless about details or unprofessional in my manner."

The suggested system prevents such an occurrence, for each month, when the slips come in at the office, a notice is posted on the bulletin board giving the names of the students changing wards or duties, and asking them to meet the principal of the school at a certain hour, that day.

The student's permanent record is referred to by the principal,

as each efficiency slip is recorded on a large sheet and is filed and compared with the last sheet sent in.

The report may read as follows: Personal Neatness, Untidy; Sympathetic, No; Resourceful, Dependent; Courteous, Generally; Reliable, Fairly; Interest, Very Great; Loyal, Very; Conscientious, Very; etc.

Now this is a discouraging report in some particulars, but the characteristics which carry most weight in a successful career are very evident, even though there be faults which, if uncorrected, are harmful to the best development of the nurse.

The student should be given the report in full, told frankly from what ward and supervisor it comes, and time should be spent by the principal in personally going over each point with the student to ascertain where the trouble really lies and to enable her to make the adjustments before the next report is due.

This method points out very plainly where trouble lies and gives every student a chance to make the most of her opportunities. She will know every month just where she stands, both practically and theoretically, and she is not embarrassed and surprised to find, several years after she has graduated, when she asks for a recommendation from her training school, that she was full of faults and considered unequal to any sort of executive work, or lacking in the qualities which are imperative in the particular work she might wish to undertake.

There is another side to the question and that is the value of the record to the principals of the school of nursing who may succeed the present one. They will not know Sarah Jones or Anna Black; they will have no means of knowing that you felt that Miss Jones had a pleasing personality, lacked force, but was adaptable and full of tact; or that Miss Black was not refined, but possessed a great deal of natural ability, was enthusiastic, full of initiative, and that this lack of refinement would disqualify her for some work she might be desirous of undertaking.

It is our duty to leave records behind us that are minute in their detail, giving cold facts unprejudiced, and judgments made with the view of aiding every graduate to fill the position for which she is best fitted, for no student should graduate from any school of nursing unless the principal can conscientiously stand behind her as a graduate.

This system makes it possible to advise the students and to help them overcome their weaknesses, to bring out their latent possibilities, as well as affording a very desirable understanding between the principal and the student.

----- HOSPITAL

Report from Medical and Surgical Wards

Miss -----

From ----- to -----

Ward -----

Counterirritants: -----

Mustard Foot Baths -----

Mustard Pastes -----

Turpentine Stupes -----

Catheterization -----

Dressings -----

Enemata: -----

High gas -----

Simple -----

Gavage -----

Irrigation: -----

Murphy glucose -----

Murphy saline -----

Rectal -----

Lavage -----

Packs: -----

Cold -----

Hot -----

Temperature baths -----

Poultices: -----

Digitalis -----

Flaxseed -----

Perineal stitches -----

Preparation for: -----

Aspiration -----

Bladder irrigation -----

Intravenous med. -----

Lumbar puncture -----

Operations -----

Subcutaneous med. -----

Transfusions -----

Acceptability to patients -----

Executive ability -----

Interest -----

Neatness -----

Professional attitude -----

Tact and adaptability -----

Remarks -----

Grades: A—Excellent; B—Good; C—Fair; D—Poor; E—Very Poor.

Nurse in charge -----

(Reverse Side of Sheet)

PERSONALITY

Adaptable—very; moderately; inflexible.
 Courteous—always; generally; discourteous.
 Dignified—always; moderately; undignified.
 Enthusiastic—very; moderately; lacking.
 Imaginative—very; moderately; lacking.
 Industrious—very; moderately; indolent.
 Neatness of person—marked; moderate; slovenly.
 Resourceful—very; moderately; dependent.
 Sense of humor—much; little; unduly serious.
 Sympathetic—very; moderately; lacking.
 Even tempered—

PROFESSIONAL FITNESS

Accurate—very; fairly; inaccurate.
 Conscientious—very; hardly; not at all.
 Criticism taken—well; poorly; resented.
 Executive ability—
 Initiative—excellent; some; none at all.
 Interested in work—very much; blasé; lacking.
 Loyal—very; hardly; disloyal.
 Memory—excellent; fair; forgetful.
 Observation—excellent; fair; unobservant.
 Punctual—always; fairly; tardy.
 Rapid worker—very; fairly; slow.
 Reliable—very; fairly; irresponsible.

Remarks -----

TOO LATE FOR CLASSIFICATION

State Meetings

Ohio: The dates for the Ohio state meeting are May 12-17.

Virginia: The annual meeting of the Graduate Nurses' Association will be held in Danville, May 25-27.

As we close our pages, word is received of the death, at her home in Canada, of Mary W. McKechnie, long active in training school work in this country, a member of the National League of Nursing Education from its beginning, and for six years its treasurer. A fuller notice will appear in the May JOURNAL.

A Warning: A man representing himself to be a brother of Laura R. Logan of Cincinnati has been collecting money under false pretenses. He is an imposter.